



## **COMMUNITY-BASED ADULT SERVICES INSTRUCTIONS FOR COMPLETING THE STAFFING/SERVICES ARRANGEMENT (ADH 0006)**

The Staffing/Services Arrangement (ADH 0006) provides information on current staff employed and services provided at the Center. Please submit an ADH 0006 to the CBAS Branch when professional staffing changes occur.

An electronic version of this form is available on the California Department of Aging's website: [www.aging.ca.gov](http://www.aging.ca.gov). To find this form, click on the CBAS tab, CBAS Forms, then select "Staffing/Services Arrangement" (ADH 0006) (Rev. 03/14). If this technology is unavailable to you, photocopy the form and use it as the center's original.

### **INSTRUCTIONS FOR COMPLETING THE ADH 0006**

- Box #1: Enter the Licensee Name for your organization.
- Box #2: Enter the Center's Hours of Service (Program Hours) (as defined in Health and Safety Code Section 1570.7(h)).
- Box #3: Enter the Center's licensed capacity as indicated on the Center's ADHC license.
- Box #4: Enter the Center's average daily attendance (ADA) for the previous quarter from the month this form is being completed. For example, if this form is signed on October 1, 2010, total the ADA for the months of July, August and September 2010, and divide by three to obtain the ADA for the previous quarter.
- Box #5: Enter the Center's name.
- Box #6: Circle "Yes" or "No" to indicate if the Center also provides Adult Day Program services.
- Box #7: The Center's Administrator or Program Director must sign and date this form to indicate all information is current.
- Box #8: Enter the name of each staff. For staff that have an approved program flexibility, enter "(PF)" next to their name. (e.g., Administrator (PF)).
- Box #9: Enter the number of hours each staff member is scheduled to work per month (e.g., 160 hrs.) in each staffing category listed. If a staff member works in more than one category, list that staff member and the scheduled hours per month in each category. For example, if a staff member works as both a program aide and a driver, list that staff member in both categories and record the corresponding number of hours per month that the staff member works as an aide and as a driver.
- Box #10: Enter the staff's date of hire (e.g., 04/11/10).
- Box #11: Enter the license, registration, or certification number and expiration date for staff, if applicable.